

IPRS Statewide Rollout Meeting

Meeting Minutes June 15, 2001

IPRS Statewide Rollout Meeting Attendees:

Gary Imes, Chief, IT Section
Betty Cogswell, IT Section
Susan Brown Ward, IT Section
Anita Curtis, IT Section
Sharon L. Smith, Contracts and Administration
Mary Tripp, Program Accountability
Rick Olson, DIRM
Jim Ryals, DIRM
Shawn Holland, DIRM

The following handouts were distributed:

1. June 15, 2001 Statewide Rollout Agenda
2. Area Programs and Software Vendors
3. June 15, 2001 IPRS Implementation Plan – Draft
4. June 15, 2001 IPRS Development Plan – Gantt chart
5. June 27, 2001 IPRS Implementation Steering Committee Meeting Agenda
6. Decision Support Brochure

1) Discussion of June 27, 2001 IPRS Implementation Steering Committee Meeting Agenda

- a) Item 2 – The IPRS Implementation Plan
 - i) Get on agenda of vendor user groups.
 - ii) Have consolidated meeting with them and area programs in July, August at the latest.
 - (1) Gary wants a proactive effort to get to the vendors and area programs to start working before the steering committee meets June 27.
 - iii) To begin, Gary would like to meet with them monthly, then quarterly.
 - (1) Vendors have to be given as much time as possible to make changes
 - iv) It was recommended to replace the Implementation steering committee meeting with the MIS forum meeting that is the last Wednesday of the month (July). Betty will talk with Mark about this issue.
 - v) Betty recommended adding two more area directors and 2 more finance persons to the steering committee.
 - vi) Gary would like to form a traveling team to attend area director meetings, finance meetings, etc. to keep them informed about IPRS.
 - vii) Give Area Programs and Vendors specs for EDI transactions sets as best as we can at this time.
 - viii) Put the Implementation Plan in GANTT chart format.
- b) Item 4
 - i) Tim will do quick demo (log on to IPRS and show some screens)
 - ii) Extend an invitation to pilots to attend (Rick to send email today).
- c) Item 5 – Communications
 - i) We need access to open up as many avenues of communications as possible.
 - ii) We need names, email and other pertinent information of an IPRS coordinator and a backup person from each area program. We need to set up mailing lists for area directors and key finance persons and keep updated.
 - iii) Susan recommended using HIPAA coordinators as back ups for IPRS.
 - iv) Joan Kaye will be asked to update the IPRS Web site with the 834, 835, 837 data maps.
 - v) Gary wants to track all communications sent out regarding IPRS implementation.
- d) Item 6 – Areas of Concern - IPRS Implementation Plan Draft Changes

- i) Implementation plan will be labeled as draft.
 - ii) Insert column to classify each line item as low, medium or high priority.
 - iii) Make "State Funding for Payment of Services During Transition" a separate bullet.
 - iv) The Implementation phase will start in July and extend into September. Timing for each Area Program will depend on the readiness of their systems and their availability during fiscal yearend and startup.
 - v) Last item – "Finish" column should read: "To Be Discussed" instead of " 7/1/02"
- e) Item 7 – Follow-up Items
 - i) Include e-mail addresses.

2) IPRS Development Plan GANTT Chart

- a) The development schedule will be updated the week of June 18. The updated schedule may not be available for distribution when the agenda is distributed. In that case, a notation on the current schedule will indicate that the plan is being revised and will be available for the committee meeting of June 27.
- b) Stage 1 integration testing
 - i) Cycle 7 should run the weekend of June 16, 17. Expect results to DMH by June 19
- c) Stage 2 integration testing - start by June 27.
 - i) The 834 (Client enrollment) is ready for production. Eligibility is still being tested.
 - ii) The 837 (Claims submission) is critical to starting stage 2 testing. Area Programs must finish quickly
 - iii) The 835 (Electronic Remittance Advice) must be ready early in Stage 2 testing. The vendors are yet to deliver this program that will allow the Area Programs to print and view the ERA.
 - iv) Prior approval browser screens can be later in stage 2, but before stage 2 is completed.
- d) Production Testing follows Stage 2 and will require the pilots to complete two successful check write cycles

3) Fiscal Agency Contract/Negotiations

- a) At Gary and Rick's June 14, 2001 meeting with Cathy Waters, Joyce and Mike, Cathy needed clarification of some of the contract's points.
 - i) Any development work must be as HIPAA compliant as possible. Penalties can go in other sections.
 - ii) Gary Fuquay has requested EDS to address his concerns about cost allocation between DMA and DMH.
- b) Gary Imes will inform Gary Fuquay when we receive Cathy's changes to the contract.
 - i) Rick will email Cathy for an availability date to get her contract changes to Sharon
 - (1) Sharon will email Cathy's contract changes to Gary Imes.
- c) Sharon Smith has been in contact with Cathy Waters also.
 - i) Sharon asked if EDS' contract needed to be extended from 9/30/2001. Rick said an extension should not be necessary, since development should be complete by 08/31/01.
 - (1) Rick will inform Sharon by August 1, 2001 if an extension is needed.

4) Governance Meeting

Next meeting date is incorrect. It is July 8th, which is a Sunday. Rick will get correct date

5) HIPAA Support

Shawn has gotten feedback from Karen Tomczak's group and will schedule a meeting to discuss.

6) Decision Support

- a) Decision Support Brochure
 - i) Gary will get Joan Kaye's approval of brochure.
- b) DSS has developed a true client data warehouse (web-based) to share with the Division
- c) By June 22nd, all current CDW data will be in the current decision support warehouse
 - i) IPRS and HEARTS data will be included

- ii) Will be rolled out to area programs, institutions and division.
- d) The Division has applied for two federal grants over the next 3 years that, if approved, will bring the division \$750,000 for this project.

Next Meeting: June 29, 2001 at 8:30am – CR 1112-Albemarle Building

GAI/afc

cc: IPRS Statewide Rollout Committee Members